

Web Submission of Investigation Reports (WSIR) Quick Reference

This *Quick Reference Guide* summarizes the WSIR web form. The sections are shown in the order you will see them; required and optional fields are listed for each section. In this reference guide, the **highlighted** fields in the images show examples of how to complete the required fields (the fields are not highlighted in the actual WSIR web form). All required fields must be completed. If any required information is missing, the web form will display an error message.


To Access WSIR:

1. Go to: <https://vpcr.justicecenter.ny.gov/siebel/app/wsir/enu>
2. Enter your e-mail address & complete the reCAPTCHA
3. Retrieve the Authorization Code that was e-mailed to you
4. Enter your Authorization Code & click Submit

The Web Submission of Investigation Report (WSIR) application enables users to electronically submit investigation details by automatically transferring information to the Vulnerable Personal Central Register (VPCR). Enter an email address below to receive an authorization code granting you access to the WSIR application.

Email Address

Please enter a valid email address

☐ I'm not a robot 

Enter the authorization code below.

Authorization Code

WSIR Welcome Screen

- Required ***
- ☐ Your Full Name
 - ☐ Phone Number
 - ☐ Valid Email Address
 - ☐ State Oversight Agency
 - ☐ IRMA Master Incident # / NIMRS ID #
 - ☐ VPCR Incident Serial Number
 - ☐ VPCR Case Serial Number

Enter in your contact information below.

Your Full Name: Phone Number: Email Address:

Enter in the investigation identifying information below.

State Oversight Agency: IRMA Master Incident # / NIMRS ID #: VPCR Incident Serial Number: VPCR Case Serial Number:

Section 1: Case

- Required -**
- Input **N/A** if law enforcement is not involved
- ☐ Law Enforcement Involvement Comments to include: Agency/Precinct, Officer Name & Badge Number, Status of Case

VPCR Case Serial Number: VPCR Incident Serial Number: IRMA/NIMRS #:

State Oversight Agency:

Law Enforcement Involvement Comments:

Section 2: Contacts (Individuals involved in the case)

- Required ***
- ☐ Victim - ALL must be entered
 - ☐ Subject - ALL must be entered
 - ☐ Investigator
 - ☐ Director or CEO/President
 - ☐ All Personal Representatives (unless marked as a self-advocate)

All other roles are optional

Role of Contact	First Name	Last Name	Mailing Address	Date of Birth	Is Victim under age of 18 at the time	SSN
Victim	Head	Columbo	123 Main St			
Investigator	Columbo	Investigator	123 Main St			

Role of Contact	First Name	Last Name	# of Unknown	Mailing Address	Date of Birth	Is Victim under age of 18 at the time
Victim	Anonymous	Anonymous		N/A		
Subject	Unknown	Unknown		N/A		

Notes

- When you add a contact, the **column headings** that must be completed for that Role are **highlighted in yellow**
- All addresses must be current and verified
- For Victim(s), you must select Yes/No in the column "Is the Victim Under the Age of 18?" If Yes, race and ethnicity values are required
- If the Subject or Victim is Unknown, **please click +Unknown/Anonymous button** in the bottom applet to add an **Unknown Global Contact**
- If you utilize the Unknown Global Contact for a Victim or Subject, no additional information is required
- If an Unknown Global Contact(s) is present when you first access the case, you can utilize this contact(s) in Section 3, if applicable.

Section 3: Offenses

- Required ***
- ☐ You must include an offense row for every offense committed by a subject against a victim
 - └ Description
 - └ Victim Full Name
 - └ Subject Full Name
 - └ Date Offense Occurred (or range)
 - └ Date of Determination
 - └ Investigation Outcome

Description	Date Offense Occurred	Victim Last Name	Victim First Name	Subject Last Name	Subject First Name	Date of Determination	Investigation Outcome	Unknown Subjects Count	Unknown Victims Count
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Note: You must include an offense row for each allegation, even if you believe the allegation is un-substantiated. For systemic offenses, create an unknown subject (using global contact) Description field should include a generic description of the allegation without specific names.
Example: Subject left the residence while assigned 1:1 supervision of the person receiving services

Section 4: Attachments

- Required ***
- ☐ File Name
 - └ Type: Final Report

You are required to upload all referenced supporting documentation, testimonial evidence, video footage as well as color photographs to the case file. If you have deleted an attachment and need to add it back, you must add it using a different file name

File Name	Type	File Type	Comments
test	Final Report	pdf	test file attachment v01r

Note: For large files use the following link:
<https://mysend.ny.gov/nys/send/to/dropbox/justice-center-soa-reviews>

Section 5: Review & Submit

- Required ***
- ☐ Review the information you entered in the web form
 - └ Read the affirmation statement
 - └ Click on the check box
 - └ Click Submit
 - └ Review the *Successful WSIR submission of investigation report* email sent to the Email Address entered in the WSIR Welcome Screen

☒ I recognize that once this form is submitted, I will no longer be able to submit additional updates to the investigation case via this online webform. I certify that the information provided on this form is accurate to the best of my knowledge.*

Note: You will receive a confirmation email upon successfully submitting this report. The email will be sent to the email address you entered on the authorization page. Upon clicking Submit, please check your email to ensure the web-form was successfully submitted.